Application Form

Please carefully read the job description and then complete this form.

Please save your file in the format ‘Job title, First Name, Surname’ in a **word document**.

|  |  |  |  |
| --- | --- | --- | --- |
| The post applied for | | | |
| PositionPublic Affairs Officer | | How did you hear about this vacancy? | |
| Your personal details | | | |
| Title | First Name | | Surname |
| Address | | | |
|  | | | |
| Post Code | |  | |
| Home/mobile telephone | | Work telephone | |
| Email address | | | |
| Your CV | | | |
| Please provide a copy of your CV in Microsoft word, (no more than two pages, PDF not accepted). | | | |
| How do you meet our requirements for the job? | | | |
| Please provide a Statement of Suitability for the post [no more than 500 words,] explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role | | | |
|  | | | |
| Child Protection Declaration Form and Declaration of Criminal Convictions | | | |
| Please give details of any criminal convictions that are not “spent” as defined by the Rehabilitation of Offenders Act. If you are offered the position you will be required to complete a Disclosure and Baring (DBS) check. Write “none” if you have no information to declare. | | | |
|  | | | |
| Are you on a list of people that are barred from working with Children & Young people? | | | |
|  | | | |
| Has any social service department, police service or the NSPCC ever conducted an inquiry or investigation into any allegations or concerns that you may pose an actual or potential risk to children or young people? | | | |
|  | | | |
| Have you ever been convicted of any offence relating to children or young people? | | | |
|  | | | |
| Have you ever been the subject of disciplinary procedures, or been asked to leave employment or voluntary activity, due to inappropriate behaviour towards a child or young person? | | | |
|  | | | |
| **Are you eligible to work in EU?** | | | |
|  | | | |

Please be advised that if you fail to complete any of these sections your application will not be considered.

Please email your completed application form and CV to:

[occ.recruitment@childrenscommissioner.gov.uk](mailto:occ.recruitment@childrenscommissioner.gov.uk)